



# **Homeownership System Guide**

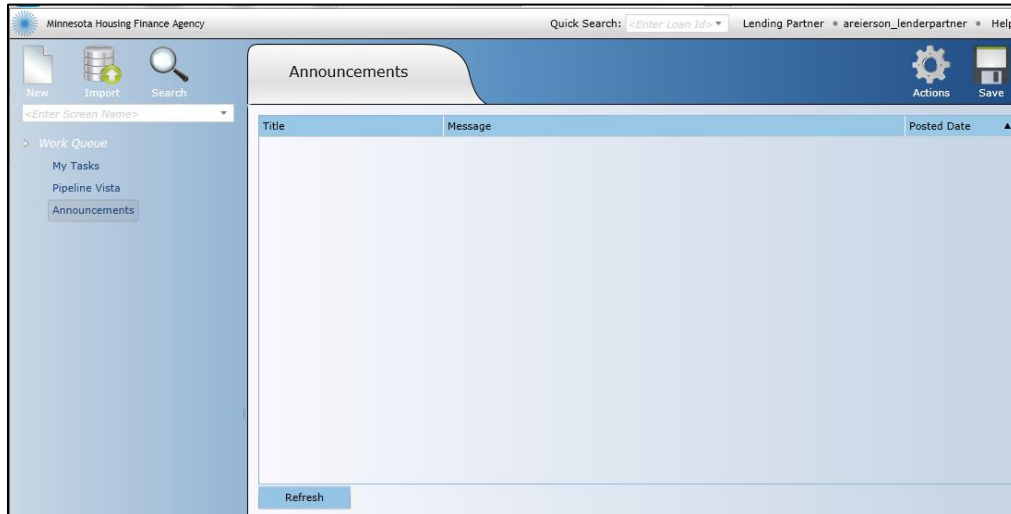
*April 22, 2019*

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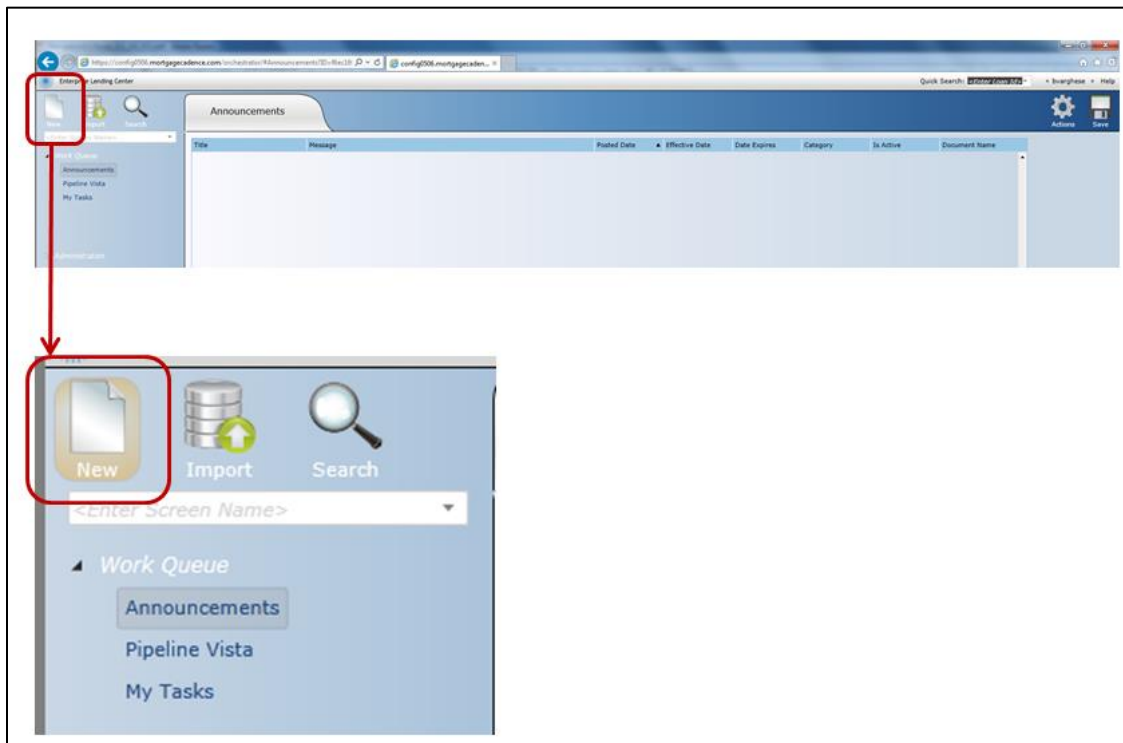
## New Loan Setup

After logging into the Online Commitment System, the initial landing page will be the Announcements page:

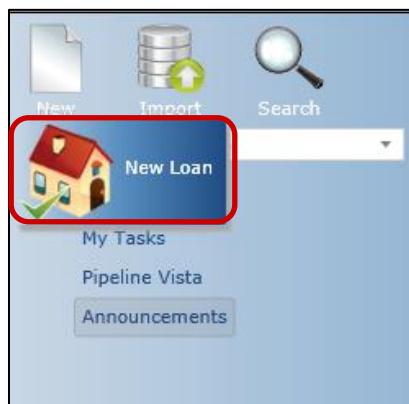


To start a new loan, follow these steps:

1. Click on the **New** icon in the upper left corner.



2. Click on the **New Loan** icon.



The **Products and Pricing Wizard** will open.

The first screen in the Wizard will be the **Client Selection** screen.

3. On the Client Selection screen, the following information must be entered:
  - **Client/Branch**
    - This will auto populate with the name of the Lending Partner.
  - **Channel**
    - The drop down will display Minnesota Housing programs in which the Lending Partner participates.
    - Select **Home Ownership**.
  - **Ops Center**
    - Select **Correspondent Ops Center**.

3. Select the **Loan Officer** from the drop down list.
  - If the **Loan Officer** is not listed in the drop down box, contact your Web Administrator.
  - Lender **Loan Number** is an optional field.

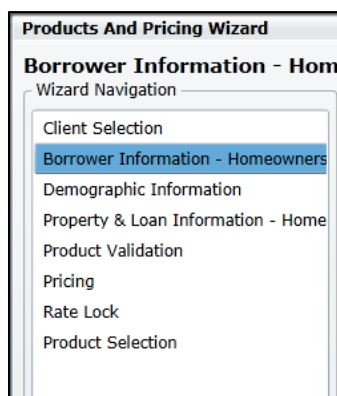
The screenshot shows the 'Products And Pricing Wizard' interface. On the left is a 'Wizard Navigation' menu with options: 'Client Selection' (highlighted), 'Product Selection', 'Product Validation', '1st Mortgage Pricing Screen', and 'Rate Lock'. The main area is titled 'Client / Branch Selection' and contains a red-bordered box around the following fields: 'Client / Branch\*' (with a search icon), 'Channel\*' (dropdown), 'Op Center\*' (dropdown), 'Loan Officer' (dropdown), and 'Lender Loan Number' (text input).

4. To continue, use the **Back** and **Next** buttons on the bottom right of the wizard.
  - If you need to jump to a specific section, you can use the **Wizard Navigation** menu on the left side of the screen.

This screenshot is similar to the previous one but highlights the navigation elements. A red box on the left encloses the 'Wizard Navigation' menu. A red arrow points from the 'Client Selection' menu item to the 'Back' and 'Next' buttons at the bottom right of the screen, which are also enclosed in a red box. The 'Back' button has a left arrow icon, and the 'Next' button has a right arrow icon. 'Save and Exit' and 'Cancel' buttons are also visible to the right.

The next screen in the wizard is the **Borrower Information** screen.


## Borrower Information





5. Complete the fields on the screen. This screen will require scrolling up and down.

- Required fields in this section are:
  - Borrower First Name
  - Borrower Last Name
  - Borrower SSN
  - Marital Status
  - First Time Home Buyer option
  - Will Occupy Subject Property
  - Date of Birth
  - Credit Score
  - Annual Program Eligibility Income
  - Monthly Qualifying (1003) Income
  - Household Size
  - DTI
  - AUS

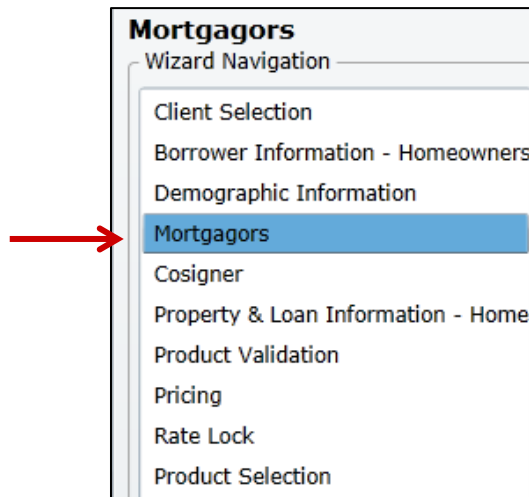
**Tip:** When entering dates on the screen, use the **right arrow** or **/** on your keyboard to avoid using the mouse.

Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen. ☐ 

Are There Cosigners For This Loan? ☐ 

If using this system to generate Mortgage documents: click here to enter additional interested parties. ☐ 

6. If there are more than two borrowers, check the box for additional borrowers.
7. If there is a cosigner for the loan, place a check in the checkbox and continue. If checked, this will populate an additional field in the menu.
8. If using this system to generate Mortgage documents, check the box to enter additional interested parties. If checked, this will populate an additional field in the menu.



9. Navigate to the next screen, Demographic Information, by clicking **Next**.

## Demographic Information

**Products And Pricing Wizard**

**Demographic Information**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information**
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock
- Product Selection

10. The next screen is the **Demographic Information** for the Borrower. All fields in this screen are required.

- This screen requires scrolling up/down, as well as left/right to navigate.
- Once all fields are completed, select **Next** to move to the next screen.

**Products And Pricing Wizard**

**Demographic Information**

Wizard Navigation

- Client Selection
- Borrower Information - Home Improvements
- Demographic Information**
- Property & Loan Information - Home
- Product Validation
- Product Selection

**Demographic Information of the Borrower**

**Ethnicity:** Check one or more

☐ Hispanic or Latino

☐ Mexican ☐ Puerto Rican ☐ Cuban

☐ Other Hispanic or Latino - Print origin:

For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadorian, Spaniard, and so on.

☐ Not Hispanic or Latino

**Sex**

☐ Female ☐ Male

**Race:** Check one or more

☐ American Indian or Alaska Native - Print name of enrolled:

☐ Asian

☐ Asian Indian ☐ Chinese

☐ Japanese ☐ Korean

☐ Other Asian - Print race:

For example: Hmong, Laotian, Thai, Pakistani, Cambodian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian ☐ Guamanian or Other Pacific Islander - Print race:

For example: Fijian, Tongan, and so on.

☐ White

**Demographic Information of the Co-Borrower**

**Ethnicity:** Check one or more

☐ Hispanic or Latino

**Race:** Check one or more

☐ American Indian or Alaska Native - Print name of enrolled:

- If the co-signer box was selected on the **Borrower Information** screen, the Next button will take you to the cosigner page.
- If there is no cosigner, the Next button will take you to the **Property & Loan Information** screen.



## 11. Enter the Mortgagors information, if applicable.

**Products And Pricing Wizard**

**Mortgagors**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Mortgagors**
- Cosigner
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock
- Product Selection

are on title. Indicate all Borrowers on the Borrower Information screen(s). If there are more than two Borrowers, check the box for Additional Applications (Borrowers) on the Borrower Information screen (under the Borrower(s)' data.)

**Additional Mortgagors** Additional Mortgagors are on the property title. Additional Mortgagors are not Borrowers so they only sign the Mortgage. They do not sign the Note. Additional Mortgagors (who are on title but are not Borrowers) are not obligated to make loan payments.

**Cosigners** If there are Cosigners, check the box for Cosigners on the Borrower Information screen (under the Borrower(s)' data). Cosigners are not allowed under all programs. Consult the appropriate program manual.

**Mortgagors**

**Enter all Mortgagors and Relationship to Each Other**  
(All those on title, including all Borrowers, as you want them to appear on the Mortgage.)

Are There Any Additional Mortgagors Who Will Be On Title But Who Are Not Borrowers? ☐

**Additional Mortgagor Names (These names will appear on the Mortgage only)**

Do not include Borrowers or Cosigners

First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>

Back Next Save and Exit Cancel

12. Enter the **Cosigner** information, if applicable.

**Products And Pricing Wizard**

**Cosigner**

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Cosigner**
- Property & Loan Information - Home
- Repairs & Funds
- Product Validation
- Product Selection

**Cosigners**

Do not enter Borrowers or those who will sign the Mortgage document.  
Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.

**First Cosigner**

Cosigner First Name  Cosigner Middle Name  Cosigner Last Name

Cosigner Suffix

Cosigner Street Address

Cosigner City  Cosigner State  Cosigner Zip Code

Cosigner Credit Score

**Second Cosigner**

Cosigner First Name  Cosigner Middle Name  Cosigner Last Name

Cosigner Suffix

Cosigner Street Address

Cosigner City  Cosigner State  Cosigner Zip Code

Cosigner Credit Score

Back Next Save and Exit Cancel

13. Select **Next** to naviate to the next screen, **Property & Loan Information – Homeownership**.

## Property & Loan Information – Homeownership

**Property & Loan Information**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home**
- Product Validation
- Pricing
- Rate Lock
- Product Selection

14. Fill in all applicable fields. Required fields under **Property & Loan Information** are:

- Property Street
- Property City
- Zip Code
- County
- State
- Property Type
- Number of Units
- Acquisition Cost
- Property Value

**Products And Pricing Wizard**

**Property & Loan Information - Homeownership**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home**
- Product Validation
- Pricing
- Rate Lock
- Product Selection

Property Street: 123 Main Street

Property City: Forest Lake    Zip Code: 55025    County: WASHINGTON    State: MN

Census Tract:    Target/Non Target:    Property Identification Number (PID):

Property Type: Single Family Detached    Units: 1    Year Built: 2000    Construction Type: Existing

Purchase Price: 200,000.00    Additional Acquisition Costs:    Total Acquisition Costs: 200,000.00

Property Value: 200,000.00    Estate Will Be Held In: Fee Simple

Legal Description:

Please note:

- *Property City - narrow the search by typing in the first letters of the city.*
- *If doing a Step Up Refinance, the purchase price field must be left blank.*

15. Required Fields under **Loan Information** are:

- Loan Amount
- Purpose Type
- UPMI Option
- FHA Case Number (if FHA)
- Grant Amount (if Freddie) – this can change in the future.
- Program (Select Start Up or Step Up)

Loan Information

Loan Amount: 190,000.00 Term (Months): 360

Purpose Type: Purchase Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? ☐ Yes ☒ No

PMI Company: Mortgage Guaranty Corp FHA Case Number: Grant Amount:

Program: Start Up Mortgage Type: Conventional

- After filling in the loan information fields, a pop-up box will appear reminding you to indicate whether or not the transaction will include a Downpayment and Closing Cost Loan.

Ace Results

Result Type	Message
Information	Indicate whether or not the transaction will include a Down Payment and Closing Cost loan.

Close

15. Under the Downpayment and Closing Cost Loan Information section, select either **Yes or No** indicating whether or not you are using a downpayment and closing cost loan.

- If you select **Yes**, the rest of the fields under this section will become active.

Down Payment & Closing Cost Loan Information

Down Payment & Closing Cost Loan Indicator: ☒ Yes ☐ No

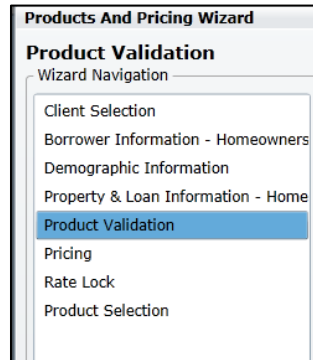
Down Payment & Closing Cost Loan Product: Monthly Payment Loan Down Payment & Closing Cost Loan Amount: 15,000.00

Down Payment & Closing Cost Loan Rate Type: Fixed Down Payment & Closing Cost Loan Term: 120

Back Next Save and Exit Cancel

16. Navigate to the **Product Validation** screen by clicking **Next**.

## Product Validation



17. Under **Eligibility Criteria**, click on the checkbox next the appropriate **Lock Periods**.

- **60** for Start Up loans
- **45** for Step Up loans

Eligibility Criteria		Lock Periods	Rate Types
<b>Mortgage Types</b>	<b>Terms</b>		
<input checked="" type="checkbox"/> Conventional	<input type="checkbox"/> 5 Year	<input type="checkbox"/> 15	<input checked="" type="checkbox"/> Fixed
<input type="checkbox"/> FHA	<input type="checkbox"/> 10 Year	<input type="checkbox"/> 30	<input type="checkbox"/> ARM
<input type="checkbox"/> VA	<input type="checkbox"/> 15 Year	<input checked="" type="checkbox"/> 45	
<input type="checkbox"/> USDA/Rural Housing Service	<input type="checkbox"/> 20 Year	<input checked="" type="checkbox"/> 60	
<input type="checkbox"/> Portfolio	<input type="checkbox"/> 25 Year	<input type="checkbox"/> 90	
	<input checked="" type="checkbox"/> 30 Year	<input type="checkbox"/> 120	
		<input type="checkbox"/> 180	

18. Click on the **Run Eligibility** button on the center of the screen.

Waive Escrows ☐ Balloon

Eligibility Results 3/3 *Taxes and insurance not included on second lien loans.*

☐ Only Show Selected      Sorting: PITI ▼ Rate ▼ APR ▼ Fees ▼ Cash to Close ▼

- Valid Products (0/3)
- Conditionally Valid Products (0/3)
- Invalid Products (0/3)

19. A list of valid products will appear under **Eligibility Results**.

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Product	Rate	APR	Price	PITI*	Fees	Cash To Close	Select	View Pricing
<input type="checkbox"/> Fannie HFA Preferred	4.375%	4.3763%	101.5	\$474.41	\$170.85	\$5,000.00	Select	View Pricing
<input type="checkbox"/> Fannie HFA Preferred Risk Sharing	4.875%	4.8764%	103.5	\$502.85	\$190.35	\$5,000.00	Select	View Pricing
<input type="checkbox"/> Freddie HFA Advantage	4.375%	4.3763%	101.5	\$474.41	\$170.85	\$5,000.00	Select	View Pricing

Conditionally Valid Products (0/3)

Invalid Products (0/3)

20. Click the **Select** button on the right side of the screen next to the desired product. The Select button will turn light blue once selected.

- If the validation fails, any applicable errors are listed under the **Invalid Products**. Click the down arrow under the product you are using to view a list of errors.

Products And Pricing Wizard

Product Validation

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (0/3)

Conditionally Valid Products (0/3)

Invalid Products (3/3)

- ☐ Fannie HFA Preferred
  - Guideline grid evaluation failed: Maximum Acquisition Cost exceeded (1116)
  - Guideline grid evaluation failed: The maximum DTI has been exceeded based on the calculated LTV, entered Credit Score and the selected UW system
  - Guideline grid evaluation failed: 0013-00: The Loan Amount does not appear to be within a reasonable minimum / maximum range.
  - Guideline grid evaluation failed: The LTV cannot exceed 97% if the mortgage type is conventional
  - Guideline grid evaluation failed: The total household income exceeds the limit for a Start Up loan.
  - Guideline grid evaluation failed: The Equifax score must be between 300 and 850
  - Guideline grid evaluation failed: The Experian score must be between 300 and 850
  - Guideline grid evaluation failed: The Property Value cannot exceed 125% of the acquisition cost limit for the county.
- ☐ Fannie HFA Preferred Risk Sharing
- ☐ Freddie HFA Advantage

Back Next Save and Exit Cancel

- Navigate back to the appropriate screens and correct the information entered. Then click back to **Product Validation** and click the **Run Eligibility** button again until all errors are cleared.

21. Select **Next** to navigate to the next screen.

## Pricing Screen

**Pricing**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing**
- Rate Lock
- Product Selection

The available rates for the selected product will appear.

22. Click on the **SRP price** (under Lock Period, as highlighted below) next to the Interest Rate.

**Products And Pricing Wizard**

**Pricing**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing**
- Rate Lock
- Product Selection

Information on this screen is specific to the proposed record. Changes made will not reflect on the current record (if any).

**Selected Pricing**

	Interest Rate	Margin	Price
Base:	7.750 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.750 %	0.000 %	101.500

APOR Int Rate Set Date: 1/4/2019 12:12 PM

Pricing Date: 1/4/2019 12:12 PM

**Current Loan Information**

Cash Due From Borrower:	\$50,000.00
Debt Ratio:	0.000 %
Interest Rate:	7.750 %
APR:	7.7478 %
APOR:	Not Set
HPML Limit:	Not Tested
HPCT Limit:	Not Tested
Points:	(1.500 %)
Dollar Amount:	(\$2,250.00)

**Pricing Details**

Interest Rate	Lock Period
7.75	60 Days
8.75	101.5
	102.5

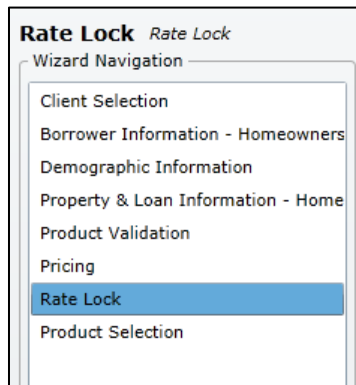
Buttons: Back, Next, Save and Exit, Cancel

After selecting the price, a yellow box will appear around it.

Lock Period
60 Days
101.5
102.5

23. Select **Next** to navigate to the next screen.

## Rate Lock



24. To lock the interest rate, click the **Lock Action** button.

A screenshot of the 'Rate Lock' form. At the top, there are three radio buttons: 'Display Price' (selected), 'Display Points', and 'Lock History'. Below this is the 'Loan Parameters' section with fields for 'Estimated Closing Date' (mm/dd/yyyy) and 'Originator Paid By'. The 'Proposed Lock Details' section contains 'Lock Status' (set to 'Float'), 'Lock Period (Days)' (set to '60'), and a 'Lock Action' button with a lock icon, which is highlighted by a red box and a red arrow. Below this are fields for 'Reason:', 'Lock Effective Date' (1/31/2018 2:58 PM), and 'Lock Expiration Date' (4/1/2018 2:58:04 PM).

The Lock Status Dialog will appear.

25. Select **Lock** from the dropdown next to **Action** and click **Ok**.

A screenshot of the 'Lock Status Dialog'. It has two tabs: 'Status' and 'History'. The 'Status' tab is active. It shows 'Current Status' as 'Float'. Below this is an 'Action' dropdown menu, which is highlighted by a red box and a red arrow. The 'Reason' field is set to 'Lock'. At the bottom right, there are 'Ok' and 'Cancel' buttons, with the 'Ok' button highlighted by a red box.

Note that the **Lock Status** has now changed to **Locked**.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

☒ Display Price ☐ Display Points [Lock History](#)

**Loan Parameters**

Estimated Closing Date: mm/dd/yyyy 18

Originator Paid By: [Dropdown]

**Current Lock Details**

Lock Status: **Locked**

Lock Period (Days): 60

[Lock Action](#) [View Price Sheet](#)

Reason: [Text Field]

Lock Effective Date: 12/10/2018 1:45 PM 18

Lock Expiration Date: 2/8/2019 1:45:56 PM

Total Days Extended: 0 Add Days: 0

Pricing Date: 12/10/2018 1:45:53 PM

Pricing Sheet Name: Startup Conv No DPA

Comments: [Text Field]

Click on **Save and Exit** to leave the wizard.

[< Back](#) [Next >](#) **[Save and Exit](#)** [Cancel](#)

When exiting the wizard, the landing page will be the **Loan Summary** screen.

**Loan Summary (HO)**

**Tim Smith**  
3000000746 | Registered (MHFA) | Locked

Smith, Tim [Add Application](#)

**Loan Information**

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 95,000.00 Term (Months): 360 Interest Rate: 4.3750%

P&I: 474.41 PMI Company: Private Mortgage Insurance Corporation Premium Type: Monthly

Lock Expiration Date: 4/1/2018 31 QC Review Required? ☐ Charging Origination Fee? ☒ Yes ☐ No

Cancel Loan ☐ Loan Cancellation Reason: [Dropdown]

At the top of the screen under the borrower's name, note the loan number, loan status (Registered-MHFA), and lock status (Locked).



## How to change loan pricing when lock status is “Locked”:

- Open the loan.
- Navigate to the **Loan Summary** screen.
- Check the Change Pricing box.
- Click **Save Loan** (Lock Status switched from Locked to New)

Loan Summary - Homeownership

Raspberry Beret & CBRaspberry CBBeret  
4000004818 | Registered | **Locked**

Actions Save

Beret, Raspberry | CBBeret, CBRaspberry Add Application

Loan Information

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 210,000.00 Term (Months): 360 Interest Rate: 9.0000%

P&I: 1,689.71 PMI Company: Genworth Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? Yes No

Lock Expiration Date: 6/12/2019 SRP Percentage Selected: 1.5000%

FHA Case Number: Grant Amount:

Cancel Loan: Loan Cancellation Reason:

Change Pricing: ☒

- Click on the ellipses to open the **Product and Pricing Wizard**.

Loan Summary - Homeownership

Raspberry Beret & CBRaspberry CBBeret  
4000004818 | Registered | **New**

Actions Save

Beret, Raspberry | CBBeret, CBRaspberry Add Application

Loan Information

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 210,000.00 Term (Months): 360 Interest Rate: 9.0000%

P&I: 1,689.71 PMI Company: Genworth Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? Yes No

Lock Expiration Date: 6/12/2019 SRP Percentage Selected: 1.5000%

FHA Case Number: Grant Amount:

Cancel Loan: Loan Cancellation Reason:

Change Pricing: ☐

- Update the loan information you wish to change. (i.e. Down Payment & Closing Cost Loan Information, PMI Company, FHA Case Number, and Mortgage Type)
- Verify the Loan Information is updated to product guidelines.

Products And Pricing Wizard

Product Validation

Wizard Navigation

Client Selection

Borrower Information - Homeowners

Demographic Information

Property & Loan Information - Home

Product Validation

Pricing

Rate Lock

Product Selection

Eligibility Criteria

Run Eligibility Cancel

Eligibility Results 3/3 \* Taxes and insurance not included on second lien loans.

Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (0/3)

Conditionally Valid Products (0/3)

Invalid Products (3/3)

Fannie HFA Preferred

Guideline grid evaluation failed: Remove the FHA Case Number.

Fannie HFA Preferred Risk Sharing

Freddie HFA Advantage

- Navigate to the **Product Validation** screen.
- First select the **Lock Periods**, then click the **Run Eligibility** button.

**Products And Pricing Wizard**

**Product Validation**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

**Eligibility Criteria**

**Mortgage Types**

- ☒ Conventional
- ☐ FHA
- ☐ VA
- ☐ USDA/Rural Housing Service
- ☐ Portfolio

**Terms**

- ☐ 5 Year
- ☐ 10 Year
- ☐ 15 Year
- ☐ 20 Year
- ☐ 25 Year
- ☒ 30 Year

**Lock Periods**

- ☐ 15
- ☐ 30
- ☒ 45
- ☒ 60
- ☐ 90
- ☐ 120
- ☐ 180

**Rate Types**

- ☒ Fixed
- ☐ ARM

**Loan Information**

Borrower Goal:

Target Price:

Monthly Debt:

Monthly Income:

Annual Taxes:

Annual Insurance:

Monthly HOA:

Waive Escrows: ☐

**Loan Characteristics**

Assumable:

Demand Feature:

Finance Charge Refundable:

Convertible:

Late Charge:

Interest Only:

Balloon:

Prepay:

Construction:

Buydown:

**Run Eligibility**

Eligibility Results 0/0 \* Taxes and insurance not included on second lien loans.

☐ Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

- Valid Products (0/0)
- Conditionally Valid Products (0/0)
- Invalid Products (0/0)

- Select the Valid Product

**Products And Pricing Wizard**

**Product Validation**

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation**
- Pricing
- Rate Lock
- Product Selection

**Run Eligibility**

Eligibility Results 1/1 \* Taxes and insurance not included on second lien loans.

☐ Only Show Selected

Sorting: PITI Rate APR Fees Cash to Close

**Valid Products (1/1)**

Product	Rate	APR	Price	PITI*	Fees	Cash To Close	Select	View Pricing
<input checked="" type="checkbox"/> FHA	7.000%	7.0000%	101.5	PITI*: \$1,980.47	Fees: \$612.45	Cash To Close: \$20,787.50	<input type="button" value="Select"/>	<input type="button" value="View Pricing"/>

**Conditionally Valid Products (0/1)**

**Invalid Products (0/1)**

- Navigate to the **Pricing** screen.
- Verify the **Pricing Date** matches the date the loan was originally locked (**APOR Int Rate Set Date**). If the date is correct, go to Step b.
  - a. If date is different, click inside the **Pricing Date** box to select the correct date. Once the corrected date is selected, click the **Refresh Pricing** button to populate the interest rate.
  - b. Select the desired interest rate and click the **Save and Exit** button.

**Products And Pricing Wizard**

**Pricing**

Wizard Navigation: Client Selection, Borrower Information - Homeowners, Demographic Information, Property & Loan Information - Home, Product Validation, **Pricing**, Rate Lock, Product Selection

Information on this screen is specific to the proposed record. Changes made will not reflect on the current record (if any).

Selected Pricing

	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500

Current Loan Information

Cash Due From Borrower:	\$20,787.50
Debt Ratio:	0.000 %
Interest Rate:	7.000 %
APR:	7.0000 %
APOR:	Not Set
HPML Limit:	Not Tested
HPCT Limit:	Not Tested
Points:	(1.500 %)
Dollar Amount:	(\$3,150.00)

APOR Int Rate Set Date: 4/13/2019 11:45 AM

Pricing Date: 4/14/2019 12:01 PM Refresh Pricing

Pricing Details

Interest Rate	Lock Period
7	60 Days
8	101.5
	102.5

Back Next Save and Exit Cancel

- Click on the ellipses to open the **Product and Pricing Wizard**.

**Loan Summary - Homeownership**

Raspberry Beret & CBRaspberry CBBeret

4000004818 | Registered | New

Actions Save

Beret, Raspberry | CBBeret, CBRaspberry Add Application

Loan Information

Program: Start Up Product: Fannie HFA Preferred Purpose Type: Purchase

Loan Amount: 210,000.00 Term (Months): 360 Interest Rate: 9.0000%

P&I: 1,689.71 PMI Company: Genworth Minnesota Housing Upfront Paid Mortgage Insurance (UPMI) Option? Yes No

Lock Expiration Date: 6/12/2019 SRP Percentage Selected: 1.5000%

FHA Case Number: Grant Amount:

Cancel Loan: Loan Cancellation Reason:

Change Pricing:

- Navigate to the **Rate Lock** screen.
- Verify the **Lock Effective Date** matches the date the loan was originally locked (**APOR Int Rate Set Date**, on Pricing screen). If the date is correct, go to step a below.
  - If date is different, click inside the **Lock Effective Date** box to select the correct date.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

Loan Parameters

Estimated Closing Date: mm/dd/yyyy 14

Originator Paid By: [Dropdown]

Proposed Lock Details

Lock Status: [Dropdown]

Lock Period (Days): 60

Reason: [Text Box]

Lock Effective Date: 4/14/2019 12:11 PM 14 ⓘ

Lock Expiration Date: 6/13/2019 12:11:03 PM ⓘ

Total Days Extended: 0 Add Days: 0

Pricing Date: 4/13/2019 12:01:56 PM

Pricing Sheet Name: Startup Gov 30 Yr with Deferred

Comments: [Text Box]

Add Edit Delete

	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500
APR:	7.0000 %		

Back Next Save and Exit Cancel

- Click the **Lock Action** button.

**Products And Pricing Wizard**

**Rate Lock** *Rate Lock*

Wizard Navigation

- Client Selection
- Borrower Information - Homeowners
- Demographic Information
- Property & Loan Information - Home
- Product Validation
- Pricing
- Rate Lock**
- Product Selection

Loan Parameters

Estimated Closing Date: mm/dd/yyyy 14

Originator Paid By: [Dropdown]

Proposed Lock Details

Lock Status: [Dropdown]

Lock Period (Days): 60

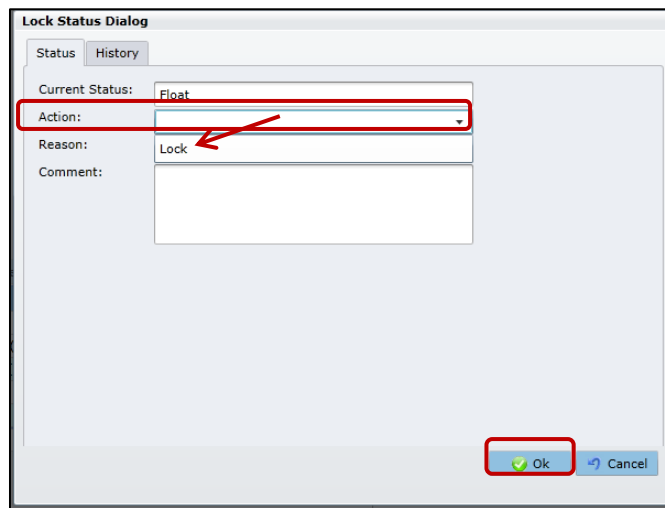
Reason: [Text Box]

Lock Effective Date: 4/13/2019 12:11 PM 14 ⓘ

Lock Expiration Date: 6/13/2019 12:11:03 PM ⓘ

Lock Action

- Click the **Action Box** and select **Lock**.
- Click the **Ok** button.

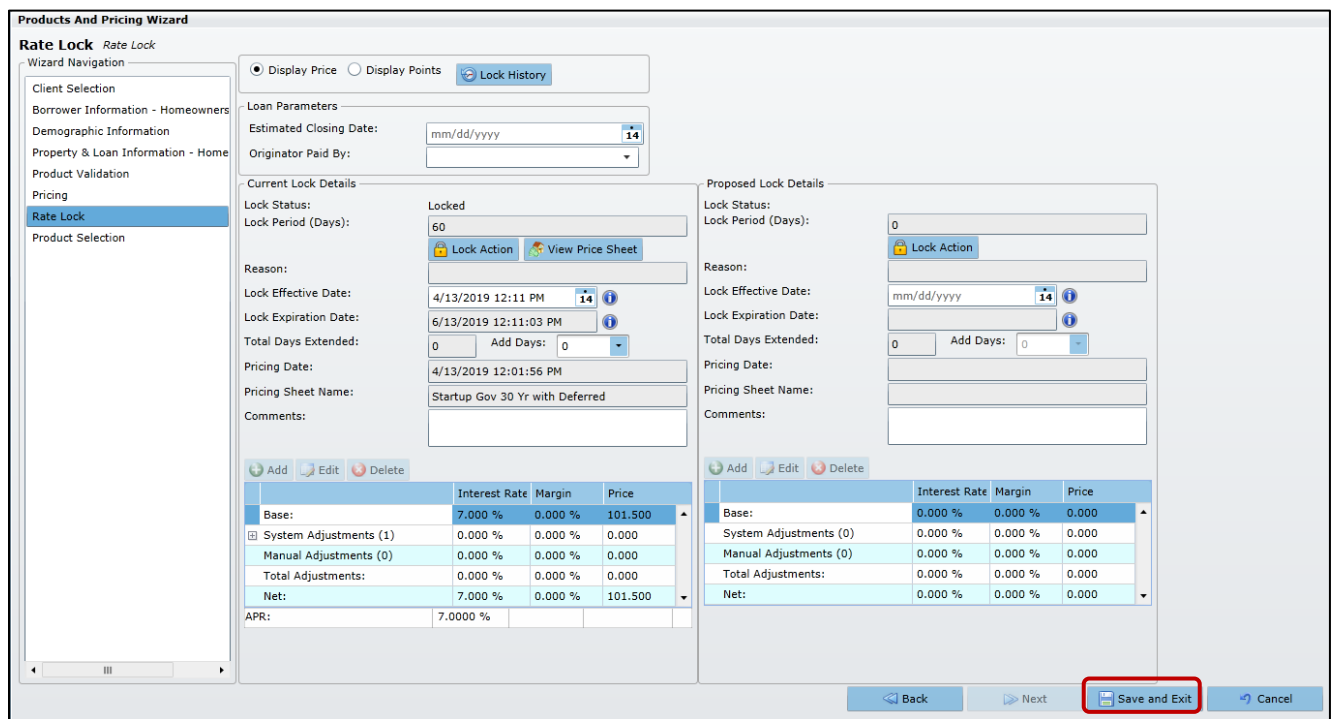


The Lock Status Dialog box has two tabs: Status and History. The Status tab is active. It contains the following fields:

- Current Status: Float
- Action: A dropdown menu with 'Lock' selected. A red arrow points to this dropdown.
- Reason: Lock
- Comment: A text area.

At the bottom right, there are two buttons: 'Ok' (highlighted with a red box) and 'Cancel'.

- Click **Save and Exit** to complete the Product change.



The Products And Pricing Wizard - Rate Lock screen shows the following sections:

- Wizard Navigation:** Client Selection, Borrower Information - Homeowners, Demographic Information, Property & Loan Information - Home, Product Validation, Pricing, **Rate Lock**, Product Selection.
- Rate Lock:**
  - Display Price (selected), Display Points, Lock History
  - Loan Parameters: Estimated Closing Date (mm/dd/yyyy), Originator Paid By
  - Current Lock Details:
    - Lock Status: Locked
    - Lock Period (Days): 60
    - Reason:
    - Lock Effective Date: 4/13/2019 12:11 PM
    - Lock Expiration Date: 6/13/2019 12:11:03 PM
    - Total Days Extended: 0
    - Pricing Date: 4/13/2019 12:01:56 PM
    - Pricing Sheet Name: Startup Gov 30 Yr with Deferred
    - Comments:
- Proposed Lock Details:**
  - Lock Status:
  - Lock Period (Days): 0
  - Reason:
  - Lock Effective Date: mm/dd/yyyy
  - Lock Expiration Date:
  - Total Days Extended: 0
  - Pricing Date:
  - Pricing Sheet Name:
  - Comments:
- Tables:**
  - Current Lock Details Table:**

	Interest Rate	Margin	Price
Base:	7.000 %	0.000 %	101.500
System Adjustments (1)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	7.000 %	0.000 %	101.500
  - Proposed Lock Details Table:**

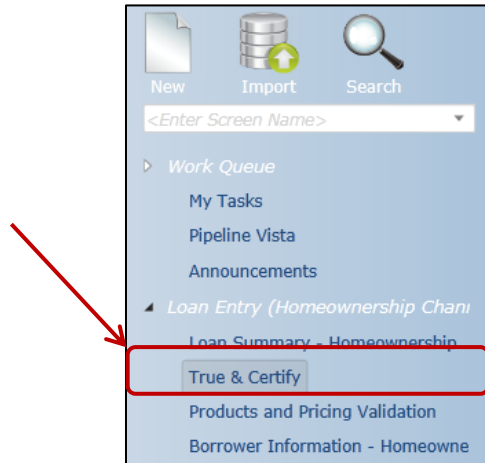
	Interest Rate	Margin	Price
Base:	0.000 %	0.000 %	0.000
System Adjustments (0)	0.000 %	0.000 %	0.000
Manual Adjustments (0)	0.000 %	0.000 %	0.000
Total Adjustments:	0.000 %	0.000 %	0.000
Net:	0.000 %	0.000 %	0.000
- Buttons:** Back, Next, **Save and Exit** (highlighted with a red box), Cancel.

- Lock Status is changed to **Locked**. If still showing **New**, close the loan and open again and the status will update to Locked.

Raspberry Beret & CBRaspberry CBBeret  
4000004818 | Registered | **Locked**

## True and Certify

26. From the **Loan Summary** screen, navigate to the **True and Certify** screen.



27. Enter closed loan information on the right column of the screen.

### Please Note:

- Have the closed loan file in front of you to verify all information entered in the system matches the closed loan file.
- Program eligibility income is pre-populated from what was entered in the system earlier. Verify the eligibility income is correct and update if needed.

Enter Final Information below:	
Close Date	<input type="text" value="mm/dd/yyyy"/> 18
First Payment Date	<input type="text" value="mm/dd/yyyy"/> 18
Maturity Date	<input type="text" value="mm/dd/yyyy"/> 18
Loan Amount	<input type="text"/>
Note Rate	<input type="text"/>
P&I	<input type="text"/>
Annual Program Eligibility (Minnesota Housing) Income	<input type="text" value="83,899.00"/>
Down Payment & Closing Cost Loan Amount	<input type="text"/>
Down Payment & Closing Cost Loan Note Rate	<input type="text"/>
Down Payment & Closing Cost Loan Note P&I	<input type="text"/>

The following fields will need to be completed:

- Close Date
- First Payment Date
- Next Payment Date
- Loan Amount
- Note Rate
- P&I
- Down Payment & Closing Cost Loan Note Rate
- Down Payment & Closing Cost Loan Note P&I

28. Before completing the True and Certify process, **you must upload and attach** a copy of the closed loan file into the system.

## Attachments

Follow these steps below to attach the closed loan file.

- In the Actions menu, select **Attachments**.

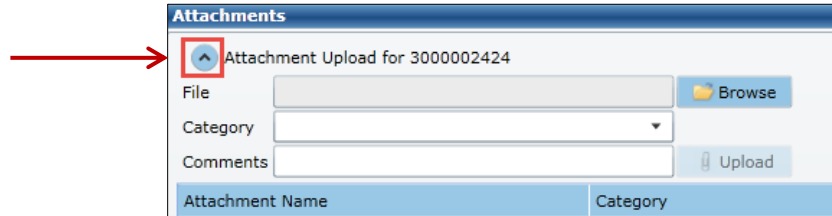
The screenshot shows the 'True & Certify' interface for a loan application. The top header includes the user name 'Bugs Bunny' and the application ID '4000003647'. The main area is divided into two columns: 'Program Pricing Displayed Below' on the left and 'Enter Final Information below:' on the right. The left column contains various input fields for program details like 'Program', 'Product', 'Lien Position', 'Locked Rate', 'Term', 'Lock Expiration Date', 'Down Payment & Closing Cost Loan Product', 'Down Payment & Closing Cost Loan Locked Rate', and 'Down Payment & Closing Cost Loan P&I'. The right column contains fields for 'Close Date', 'First Payment Date', 'Maturity Date', 'Loan Amount', 'Note Rate', 'P&I', 'Annual Program Eligibility (Minnesota Housing) Income', 'Down Payment & Closing Cost Loan Amount', 'Down Payment & Closing Cost Loan Note Rate', and 'Down Payment & Closing Cost Loan Note P&I'. At the bottom, there is a section for 'Interest Rate Exception Request' and a certification statement. A red arrow points to the 'Attachments' option in the right-hand sidebar menu.

The Attachments dialog displays.

The 'Attachments' dialog box is shown. It has a title bar 'Attachments' and a subtitle 'Attachment Upload for 4000003647'. Below the subtitle are three input fields: 'File' with a 'Browse' button, 'Category' with a dropdown arrow, and 'Comments' with an 'Upload' button. Below these fields is a table with the following columns: 'Attachment Name', 'Category', 'Attached Date', 'Attached By', 'Comments', and 'Delivery Status'. The table is currently empty. At the bottom right of the dialog are buttons for 'Resubmit', 'Refresh', and 'Close'.

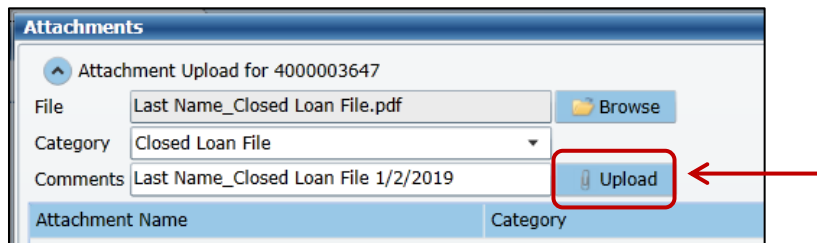


- Click the **Attachments Upload** caret as shown.

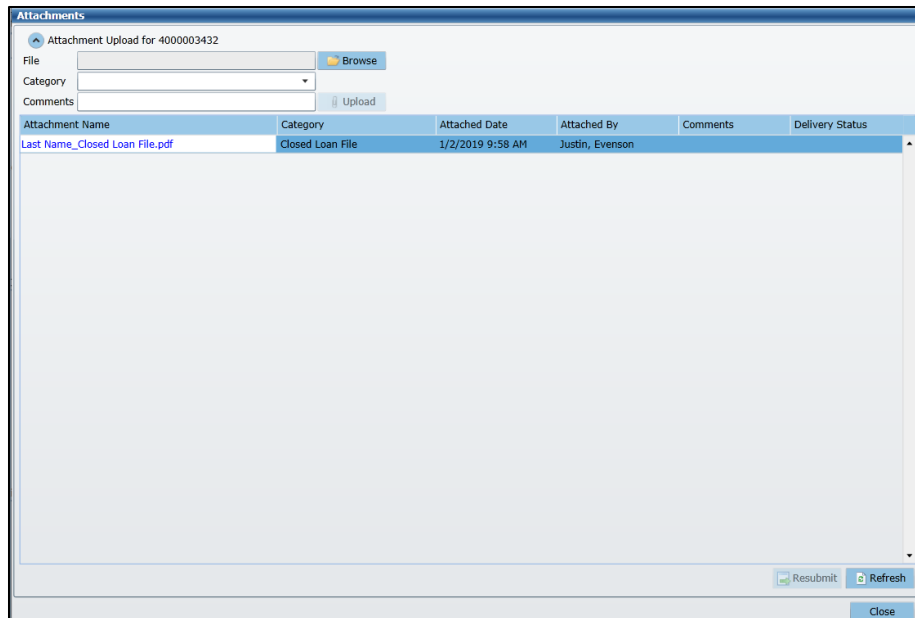


The screenshot shows the 'Attachments' dialog box for 'Attachment Upload for 3000002424'. A red arrow points to a small upward-pointing caret icon next to the title. The form includes fields for 'File', 'Category', and 'Comments', along with 'Browse' and 'Upload' buttons. A table at the bottom has columns for 'Attachment Name' and 'Category'.

- Click the **Browse** button to select an attachment.
- In the **Category** drop-down list, select **Closed Loan File**.
- You can enter a comment in the **Comments** field.
- Click **Upload**. File will show under the attachments dialog box as shown below.



The screenshot shows the 'Attachments' dialog box for 'Attachment Upload for 4000003647'. The 'File' field contains 'Last Name\_Closed Loan File.pdf', the 'Category' is 'Closed Loan File', and the 'Comments' field contains 'Last Name\_Closed Loan File 1/2/2019'. A red arrow points to the 'Upload' button, which is highlighted with a red box.



The screenshot shows the 'Attachments' dialog box for 'Attachment Upload for 4000003432'. The 'File' field is empty, and the 'Category' is 'Closed Loan File'. The 'Comments' field is empty. The 'Upload' button is highlighted. Below the form is a table with the following data:

Attachment Name	Category	Attached Date	Attached By	Comments	Delivery Status
Last Name_Closed Loan File.pdf	Closed Loan File	1/2/2019 9:58 AM	Justin, Evenson		

At the bottom right, there are buttons for 'Resubmit', 'Refresh', and 'Close'.

29. After updating the information on the screen, check the **Approve** box (the lender certifies the information entered is correct).

By clicking on the "Approve" button below, I certify the following:

All information provided in the Minnesota Housing commitment system is true and accurate.

The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.

The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.

All required documents have been executed.

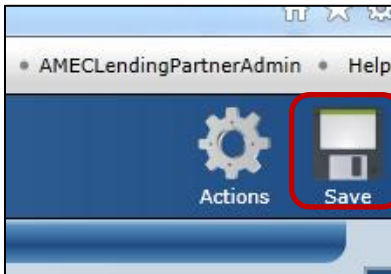
The loan is in compliance with all applicable laws and regulations.

**Approve** ☒ True & Certify Date  2

Certifier

**Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.**

- Click **Save** in the upper right corner.



After clicking **Save**, the loan status will change to Lender Certified, the True & Certify Date populates, and the User's ID is populated next to Certifier.

True & Certify

Dewey Hafta  
4000003581 | Lender Certified | Locked

Hafta, Dewey Add Application

True & Certify

Program Pricing Displayed Below

Program: Start Up

Product: Fannie HFA Preferred

Lien Position: First

Locked Rate: 8.5000%

Term: 360

Lock Expiration Date: 2/12/2019

Down Payment & Closing Cost Loan Product: Monthly Payment Loan

Down Payment & Closing Cost Loan Locked Rate: 8.500%

Down Payment & Closing Cost Loan P&I: 123.99

[Interest Rate Exception Request](#)

Enter Final Information below:

Close Date: 12/14/2018

First Payment Date: 2/1/2019

Maturity Date: 1/1/2049

Loan Amount: 215,000.00

Note Rate: 8.5000%

P&I: 1,653.16

Annual Program Eligibility (Minnesota Housing) Income: 60,000.00

Down Payment & Closing Cost Loan Amount: 10,000.00

Down Payment & Closing Cost Loan Note Rate: 8.500%

Down Payment & Closing Cost Loan Note P&I: 123.99

By clicking on the "Approve" button below, I certify the following:

All information provided in the Minnesota Housing commitment system is true and accurate.

The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.

The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.

All required documents have been executed.

The loan is in compliance with all applicable laws and regulations.

**Approve** ☒ True & Certify Date: 12/14/2018

Certifier: Jordin Evenson

**Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.**

**Reminder:** Lender must upload the complete closed loan file before certifying the loan.